

The Brevard Humane Society (BHS) is seeking a part-time opportunity for an experienced Front Office Adoption Counselor at both our Cocoa and Merritt Island Adoption Centers. Our adoption counselor's provide quality service, compassion, and animal information to all BHS customers both in person and over the phone. Adoption Counselor's provide humane care and treatment for all BHS animals, and assure and maintain the standard that the animals' stay will be as happy and comfortable as possible. Must have experience working with basic office equipment: computers, phones, fax machine, copier. Have a High School diploma or GED, have the ability to operate a computer and accompanying software, be highly organized, friendly, energetic, a quick learner, effective communicator (orally and in writing), able to get along well with others, project a positive attitude, and be able to lift 30 lbs.

Experienced candidates should apply online by downloading the Brevard Humane Society job application from our website, <https://brevardhumanesociety.org/careers/> and emailing it to the email listed. ([Office.Manager@brevardhumanesociety.org](mailto:Office.Manager@brevardhumanesociety.org))

#### Applicant Questions

- How many years of Customer Service experience do you have?
- What is the highest level of education you have completed?
- Are you willing to undergo a background check, in accordance with local law/regulations?